

**POSITION DESCRIPTION  
GREENE COUNTY ALCOHOL/DRUG SERVICES**

**POSITION:** Executive Director  
**DEPARTMENT:** Alcohol and Drug Services  
**WORK SCHEDULE:** 8:30 A.M. – 4:30 P.M., M-F  
**JOB CATEGORY:** SO (Special Occupation)

**DATE REVISED:** March 2007

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Incumbent serves as Director for Alcohol and Drug Services, responsible for providing assessment and referral services, and supervising and directing Department personnel.

The Director oversees daily Department operations and administrative functions, including collection and accurate accounting of program fees.

The Director supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, planning and making work assignments, providing orientation, training and corrective instruction, evaluating performance, and maintaining discipline as needed.

The Director assists program participants, including conducting intake interviews, substance abuse assessments, making referrals to appropriate programs, conducting classes, monitoring progress reports, and maintaining communication with community service agencies.

The Director maintains current, accurate and confidential case files, including preparing and processing various documents and reports as required.

The Director maintains regular communication with the Judge, and compiles and prepares various reports as required, such as monthly and annual program summaries. Periodically provides expert testimony in legal/court proceedings as required.

The Director maintains current knowledge of trends in substance abuse and dependency by reading professional publications and periodically attending seminars.

The Director prepares and submits annual grant application, including narratives, forms and budget, and prepares and submits periodic documents and reports as required. Periodically assists Judge in developing/revising program policies and procedures as needed.

The Director is responsible for maintaining compliance with the certification standards set forth by the Indiana Judicial Center.

The Director is responsible for developing a collaborative relationship with the Indiana Judicial Center Staff and maintaining continuous communication with the Indiana Judicial Center regarding program, policy, and rule changes.

## I. JOB REQUIREMENTS

Bachelor's Degree in Criminal Justice, Psychology, Social Work, or related field, with certification or specialized training in the assessment of people with substance abuse problems.

Ability to obtain and maintain a Court Substance Abuse Management Specialist (CSAMS) Credential.

Must attend a staff orientation program conducted by the Indiana Judicial Center within one (1) year from the date first employed.

Must document the following continuing education for each calendar year:

- (A) twenty (20) hours of substance abuse or case management training; and
- (B) five (5) hours training related to issues specific to the criminal justice system.

Ability to obtain and maintain certification as a "PRIME For Life" instructor, or another substance abuse curriculum that is research-based and approved by the Indiana Judicial Center.

Working knowledge of and ability to make appropriate referrals to treatment and counseling programs, as well as other applicable community services.

Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring recommendations, planning and making work assignments, providing orientation, training and corrective instruction, evaluating performance, and maintaining discipline as needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, program participants, treatment agency personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate and organized files, and maintain confidentiality of records and information as required.

Ability to prepare and submit grant applications, budgets and various detailed reports as required.

Ability to work on several tasks at the same time, and work with others in a team environment, with minimum supervision.

Ability to provide expert testimony in legal/court proceedings.

Ability to occasionally work evening hours, extended and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.

## II. DIFFICULTY OF WORK:

Incumbent performs duties which are somewhat restricted in scope, but require application of sound judgment based on education, experience and training. Daily decisions are based on consideration of many variables and their potential interrelationships. Guidelines are well-established, requiring independent judgment in adapting to individual cases and situations.

## III. RESPONSIBILITY

Incumbent applies standard policies and procedures in determining appropriate programs for participants. Incumbent refers to supervising Judge for unusual or unprecedented situations. Work is periodically reviewed for attainment of objectives.

## IV. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other County departments, program participants, treatment agency personnel, community service agency personnel and the public for purposes of exchanging and explaining information, coordinating referral services, and supervising and directing assigned personnel.

Incumbent reports directly to Superior Court Judge.

## V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in an office environment involving sitting for long periods. Incumbent may be exposed to potentially violent/irate individuals. Incumbent occasionally works evening hours, extended and/or weekend hours, and occasionally travels out of town for training, sometimes overnight.

Please direct inquiries and submissions to: Hon. J. David Holt  
Greene Superior Court  
P.O. Box 445  
Bloomfield, IN 47424-0445  
(812) 384-3492  
Email: david.holt@co.greene.in.us

Submit applications, resumes along with cover letter and pertinent information by April 20, 2007.

## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Executive Director of the Alcohol & Drug Services Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No \_\_\_\_\_

Attach documentation.

Applicant/Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_